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# DLA ADMINISTRATIVE SUPPORT CENTER

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## JOA AMENDED TO EXTEND CLOSING DATE

### THIS IS A CRITICAL ACQUISITION POSITION

**POSITION:** Contract Management Deputy, GS-1101-15  
**LOCATION:** Defense Contract Management Command  
District International (DCMDI)  
**Duty Station:** Wiesbaden, Germany

**ANNOUNCEMENT:** 221-97TS(A)  
**OPENING DATE:** June 4, 1997  
**CLOSING DATE:** July 14, 1997

**AREA OF CONSIDERATION:** Appointable Employees of Department of Defense

**DUTIES:** Incumbent serves as the primary DCMC liaison with all major buying commands and with the contracting/logistic elements of various Commander in Chiefs (CINCs) within the Europe/Middle East region of the world. Serves to effect positive influence on all assigned programs in the Europe/Middle East geographical region managed by various services, for which DCMC provides the full range of CAS functions. Ensures that the implementation of DCMC processes, policies, and procedures is articulated to the customer for the most effective implementation. Deals with DCMC-level business relating to the multitude of extremely high-visible, highly-complex major weapon systems. Serves as full Deputy to the Contract Area Operation (CAO) Commander for the Southern Europe Geographical region. Represents the organization in consultations with key officials from Congress, DoD, DLA, State Department, Foreign Ministry of Defense (MOD), Ambassadors and Deputy Chief of Missions at various U.S. Embassies, and Military Services concerning technical elements of contract management, contract funding, policies, and legislation. Ensures a continuing, affirmative application of DLA policies concerning equal opportunity. Furnishes employees assignments and places of employment which are free from hazards. Accountable and responsible for the assigned programs to include development, documentation, and operation of both internal processes and administrative control.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience at least equivalent to the GS-14 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Applicants must have served one year in grade GS-14 to meet OPM time-in-grade requirements. Applicants must have demonstrated that they possess or have the potential to develop the qualities of successful supervision.

<b><u>EVALUATION METHODS:</u></b>	<b><u>MAXIMUM POINT VALUE</u></b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	5
	<u>100</u>

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

### **OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments to repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.

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2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DOD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
7. A one year supervisory probationary period is required if applicant selected has not previously met this requirement.
8. TDY is required.
9. This is an Acquisition Workforce position in DAWIA Career Field/Position Category: DLA Multifunction Management. Mandatory and desirable DAWIA career field requirements will be used during the rating process.
10. Selectee must meet Acquisition Corps requirements or have an approved waiver prior to placement in this position. All candidates who meet the basic qualification requirements will be considered--candidates will not be screened out if they do not meet Acquisition Corps requirements.
11. Any selectee for this position must sign a written agreement agreeing to remain in the Federal Service in this critical acquisition position for a minimum of three years unless waived.
12. Selectee must meet DLA Multifunction Management (Category Y) DAWIA requirements prior to placement in this positions. This requires the selectee to be Level III certified in one of the following acquisition career fields: Contracting, Manufacturing, Production, Quality Assurance. Additionally, in order to receive maximum credit for experience during the rating process, applicants must meet the mandatory and desirable requirements for Category Y. These requirements include experience and Level 111 certification in two of the acquisition career field identified above. Applicants should submit documentation showing such certification with their application. Failure to provide this documentation may result in a lower rating. Selectee will be required to provide certification documentation before placement into the position.
13. The tour length for this overseas location is 3 years. Extension(s) up to a maximum of 5 years is possible, however, extensions are not guaranteed and no promise of an extension is implied.
14. Tax free living quarters allowance (LQA) is provided for the annual cost of suitable, adequate housing for the employee and his/her family. The LQA is payable to eligible civilian employees when governing owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.
15. Post Allowance (PA) is authorized. PA is a tax free cost-of-living allowance (similar to locality pay) that reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.
16. Concurrent transportation of dependents is authorized.
17. Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.
18. Shipment of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds).
19. One privately owned vehicle may be shipped at government expense.
20. Salary advance of 3 months is authorized. Advances may be made during the period of 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.
21. Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.
22. Return rights within DLA are mandatory.
23. Real estate expenses will not be authorized.
24. An overseas sponsor will be appointed at the time of selection to provide more specific information.
25. Overseas allowances are subject to change without notice. Additional information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II. Upon selection of this position, specific allowance rates will be provided.
26. If this position is filled by a military spouse residing in the commuting area, the military spouse will be given a time limited appointment.
27. If selected for this position, pay retention, as defined in DLAR 1416.8, will be offered to successful applicants whose pay would otherwise be reduced.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

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**Applicants must forward a written application/resume along with the following documents and forms:**

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50-B, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

**For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.**

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

# Merit Promotion Questionnaire

**Position:** Contract Management Deputy, GS-1101-15

**Location:** Wiesbaden, Germany

**JOA#** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_  
**SSN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Chemistry, Economics, Engineering, Electronics, Finance, Industrial/Material Management, Mathematics, Marketing, and Production Management.

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major ( 0 )
16 Semester/24 Quarter Hours	____ Any Major ( 0 )
1 Academic Year	____ Any Major ( 0 )
2 Academic Years	____ Related Major ( 0 )    ____ Other Major ( 0 )    ____ Any Major ( 0 )
3 Academic Years	____ Related Major ( 6 )    ____ Other Major ( 4 )    ____ Any Major ( 0 )
Bachelor's Degree	____ Related Major ( 10 )    ____ Other Major ( 8 )    ____ Any Major ( 0 )
1 Graduate Academic Year	____ Related Major ( 12 )    ____ Other Major ( 10 )    ____ Any Major ( 0 )
Master's Degree or Higher	____ Related Major ( 15 )    ____ Other Major ( 12 )    ____ Any Major ( 0 )

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

\_\_\_\_ Value Engineering    \_\_\_\_ Meritorious or Superior Civilian Service  
\_\_\_\_ EEO Award    \_\_\_\_ Commendable Service Certificate  
\_\_\_\_ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-1101, GS-1102, GS-1103, GS-1150, and GS-1910

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

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Ranking Questions	Where on Application
<p style="text-align: center;"><b>Contract Management Deputy, GS-1101-15</b></p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered as “No” responses.</p> <ol style="list-style-type: none"> <li>1. Do you have multi-functional experience in the field of contract administration for DOD?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>2. Do you have experience performing liaison functions in a post award contracting community?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>3. Have you developed and delivered high level briefings within DOD?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>4. Have you developed and delivered high level briefings outside of DOD?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>5. Have you prepared data for Congressional hearings?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>6. Do you have experience in developing, allocating, and executing a budget for multiple subordinate offices with funds derived from both O&amp;M and reimbursable accounts?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>7. Do you have experience with early contract administration services?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>8. Do you have experience with unit cost principles?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>9. Do you have experience dealing with buying commands at senior levels?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> <li>10. Do you have experience in developing and managing a performance plan under the Government Performance and Results Act (GPRA)?  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>A. Yes</span> <span>B. No</span> </div> </li> </ol>	

Ranking Questions	Where on Application
<b>Contract Management Deputy, GS-1101-15</b>	
<b>11. Have you interfaced with representatives the Joint Chiefs of Staff (JCS) and/or any Commander in Chiefs (CINCs)?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>12. Do you have experience dealing with foreign governments or foreign contractors?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>13. Do you have experience working with Management Councils?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>14. Are you knowledgeable of the Earned Value Management System?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>15. Have you worked contract administration services with NASA?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>16. Do you have expert knowledge of contract management principles, procedures, laws, and regulations related to producing a wide array of items including a variety of critical, high risk, technically advanced subsystems and components of several different major weapon systems?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>17. Do you have supervisory and/or team leader experience?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>18. Are you DAWIA certified in the contracting career field?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>19. Are you DAWIA certified in the manufacturing, production, and quality assurance career field?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	
<b>20. Do you have multi-functional experience in more than one acquisition career field?</b> <div style="display: flex; justify-content: space-around;"> <span>A. Yes</span> <span>B. No</span> </div>	

**Certification**

I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.

Signature:

Date: